

SUBJECT: DUTIES OF THE PURCHASING AGENT

- a) The Board of Cooperative Educational Services shall appoint at its Annual Organizational Meeting a person to serve the BOCES as Purchasing Agent for the purpose of transacting BOCES purchases. The Purchasing Agent shall serve for a period of one year.
- b) The Board shall also appoint a person to serve in the absence of the Purchasing Agent.
- c) The function of the Purchasing Agent shall be to serve the educational program by providing supplies, equipment and services deemed essential by the responsible program director or administrator.
- d) The Purchasing Agent shall:
 - 1. Comply with all applicable laws and regulations;
 - 2. Without prejudice, seek to maximize the educational value for every expenditure;
 - 3. Determine that adequate funds are available prior to committing the BOCES to purchases.

NOTE: Refer also to [Policy #4310 -- Purchasing](#).

Adopted: 7/10/02